

**BRUNSWICK TOWN COUNCIL**

**Agenda**

**January 17, 2012**

**6:30 P.M. – Executive Session**

**7:00 P.M. – Regular Meeting**

**Municipal Meeting Room**

**Brunswick Station**

**16 Station Avenue**

**Executive session – Economic Development to discuss the MRRA TIF per 1 M.R.S.A.  
§405(6)(C)**

Roll Call

Pledge of Allegiance

Public Comment:

Correspondence:

Adjustments to the Agenda:

**MANAGER'S REPORT:**

- (a) Financial Update
- (b) Council Committee Updates
- (c) "Poem in Your Pocket" Proclamation (Action Required)
- (d) Update on MRRA activities
- (e) Reminder on renewal of dog licenses
- (f) Report on full vehicle registration service

**PUBLIC HEARINGS**

3. The Town Council will hold a public hearing on amendments to the Municipal Code of Ordinances Chapter 15 Traffic and Vehicles Streets, Sidewalks and Other Public Places to clarify the authority of the Parking Enforcement Officer, restrict parking near the new Harriet Beecher Stowe School, create a no parking zone on Noble Street near the Inn, allow moped parking in yellow striped no parking zones on Maine Street, provide all day parking on Elm Street, and remove bus stops on Station Avenue and on Maine Street near Potter Street, and will take any appropriate action. (Manager)

**HEARING/ACTION**

4. The Town Council will hold a public hearing on Zoning Ordinance amendments to allow municipal facilities to exceed the applicable zoning district maximum impervious cover and maximum building footprint standards each by not more than forty (40%) percent, and will take any appropriate action.

**HEARING/ACTION**

**NEW BUSINESS**

5. The Town Council will consider adopting on an emergency basis an amendment to the Marine Resources Ordinance to allow Sunday shellfish harvesting from October 16<sup>th</sup> to April 30th of each year, and to consider setting a public hearing to adopt it on a regular basis, and will take any appropriate action. (Councilor Wilson)

**ACTION**

6. The Town Council will consider setting a public hearing for February 6, 2012, on Zoning Ordinance amendments to increase the allowable number of MDOT official business directional signs, and will take any appropriate action. (Councilor Perreault)

**ACTION**

7. The Town Council will consider setting a public hearing for February 6, 2012, for the purpose of designating a tax increment financing district at Brunswick Landing, and will take any appropriate action. (Manager)

**ACTION**

8. The Town Council will consider setting a public hearing for February 6, 2012, for the purpose of designating a tax increment financing district at Brunswick Executive Airport, and will take any appropriate action. (Manager)

**ACTION**

9. The Town Council will consider approving a Letter of Intent to apply for a CDBG grant for Integrated Marine Systems, and will take any appropriate action. (Manager)

**ACTION**

10. The Town Council will consider a Resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages, and will take any appropriate action. (Manager)

**ACTION**

11. The Town Council will consider appointments to Council subcommittees and committees, and will take any appropriate action.

**ACTION**

**CONSENT AGENDA**

- (a) Approved of the Minutes of January 3, 2012
- (b) Approval of the Minutes of December 19, 2011

**INDIVIDUALS NEEDING AUXILIARY AIDS FOR EFFECTIVE  
COMMUNICATION SHOULD CONTACT  
THE TOWN MANAGER'S OFFICE AT 725-6659 (TDD 725-5521)**

**Brunswick Town Council  
Agenda  
January 17, 2012  
Council Notes and Suggested Motions**

**MANAGER'S REPORT:**

- (a) **Financial Update:** Manager Brown will update the Council on the Town's financial picture halfway through the fiscal year. Copies of financial reports will be posted online, but are not included in your packet.

*Suggested Motion:* No motion is required.

- (b) **Council Committee Updates:** Councilors with information on the Committees they are involved with will share information with the Council and public.

*Suggested Motion:* No motion is required.

- (c) **"Poem in Your Pocket" Proclamation (Action Required):** Councilor Pols requested this item be placed on the agenda at the request of several citizens who have been spearheading a town-wide "Poem in Your Pocket" initiative. Copies of the proposed Proclamation and additional information on this project is included in your packet.

*Suggested Motion:*

Motion to adopt the "Poem in Your Pocket" Proclamation.

- (d) **Update on MRRA activities:** Denise Clavette will update the Council on MRRA's activities. A copy of her memo included in your packet.

*Suggested Motion:* No motion is required.

- (e) **Reminder on renewal of dog licenses:** This item is to remind the public that 2012 dog licenses are available and licenses must be renewed before February 1, 2012, in order to avoid the \$25 late fee.

*Suggested Motion:* No motion is required.

- (f) **Report on full vehicle registration service:** The staff in the Tax Office has completed training and has qualified to become new registration level agents for the State of Maine Motor Vehicle Department. Beginning on January 31<sup>st</sup>, the staff will be able to process sales tax forms and title applications for private and dealer sales, and hand out most new license plates. Only vehicles weighing over 26,000 pounds, vehicles used for hire, and certain specialty plates requiring verification from the State will be required to go to the Department of Motor Vehicle to complete the registration process.

*Suggested Motion:* No motion is required.

## **PUBLIC HEARINGS**

3. This item is the required public hearing on a variety of amendments to the Chapter 15, Traffic and Vehicles Streets, Sidewalks and Other Public Places. These recommendations come from the Police Department. An abutter notice was sent to those affected residents. Copies of two memos from Captain Waltz, the draft ordinance, and the abutter memo are included in your packet.

*Suggested Motion:*

Motion to adopt amendments to the Municipal Code of Ordinances Chapter 15 Traffic and Vehicles Streets, Sidewalks and Other Public Places to clarify the authority of the Parking Enforcement Officer, restrict parking near the new Harriet Beecher Stowe School, create a no parking zone on Noble Street near the Inn, allow moped parking in yellow striped no parking zones on Maine Street, provide all day parking on Elm Street, and remove bus stops on Station Avenue and on Maine Street near Potter Street.

4. This item is the required public hearing on Zoning Ordinance amendments to allow municipal facilities to exceed the applicable zoning district maximum impervious cover and maximum building footprint standards each by not more than forty (40%) percent, as recommended by the Planning Board. A copy of a memo from the Planning Department is included in your packet

*Suggested Motion:*

Motion to adopt Zoning Ordinance amendments to allow municipal facilities to exceed the applicable zoning district maximum impervious cover and maximum building footprint standards each by not more than forty (40%) percent.

## **NEW BUSINESS**

5. Councilor Wilson is bringing this item forward at the request of the Marine Resource Committee to request the Council to allow Sunday shellfish harvesting from October 16 to April 30 each year. Currently there is no harvesting allowed on Sundays year-round. Since this change is critical to allow harvesters to have a steady income during the course of the winter, the request is to have this ordinance amendment enacted on an emergency basis at the meeting, which would require six Councilors' support. The Council would also need to set a public hearing for February 6, so the ordinance can also be enacted on a regular basis. Copies of the memo from Officer Devereaux and the proposed language are included in your packet.

*Suggested Motion:*

Motion 1

Motion to adopt on an emergency basis an amendment to the Marine Resources Ordinance to allow Sunday shellfish harvesting from October 16<sup>th</sup> to April 30<sup>th</sup> of each year.

Motion 2

Motion to set a public hearing for February 6, 2012, on an amendment to the Marine Resources Ordinance to allow Sunday shellfish harvesting from October 16<sup>th</sup> to April 30<sup>th</sup> of each year.

6. Councilor Perreault, who is sponsoring this item, had requested at an earlier meeting that the Council send the issue of increasing the allowable number of MDOT official business directional signs to the Planning Board, which the Council did. The Planning Board has reviewed the request and supports allowing the number of signs to increase from 2 to 4. The Council will consider setting a public hearing for your next meeting on this ordinance change. A copy of memo from the Planning Department is included in your packet.

*Suggested Motion:*

Motion to set a public hearing for February 6, 2012, on Zoning Ordinance amendments to increase the allowable number of MDOT official business directional signs from 2 to 4 signs.

7. This item is for the Council to consider setting a public hearing for February 6 for the purpose of designating a tax increment financing district at Brunswick Landing. The designation of the district will be the first step in the process of adopting a complete tax increment financing program between the Town of Brunswick and the Midcoast Regional Redevelopment Authority (MRRA). The Council anticipates a second step in the process to adopt the development program to occur later in the summer. A copy of a memo from Gary Brown is included in your packets. This memo is also for the next item #8.

*Suggested Motion:*

Motion to set a public hearing for February 6, 2012, for the purpose of designating a tax increment financing district at Brunswick Landing.

8. This item is for the Council to consider setting a public hearing for February 6, 2012, for the purpose of designating a tax increment financing district at Brunswick Executive Airport. The designation of the district will be the first step in the process of adopting a complete tax increment financing program between the Town of Brunswick and MRRA. The Council anticipates a second step in the process to adopt the development program to occur later in the summer. A copy of a memo from Gary Brown is included in your packets.

*Suggested Motion:*

Motion to set a public hearing for February 6, 2012, for the purpose of designating a tax increment financing district at Brunswick Executive Airport.

9. This item is for the Council to consider approving a Letter of Intent to apply for a CDBG grant for Integrated Marine Systems. The company has requested the Town submit this grant application in an amount of \$200,000 to support its operations at the Brunswick Landing. Copies of a memo from Brian Dancause, a letter from the business owner and the application for the Letter of Intent are included in your packet.

*Suggested Motion:*

Motion to approve a Letter of Intent to apply for a CDBG grant for Integrated Marine Systems.

10. This item is an annual Resolution adopted by the Council. As the Resolution states, on February 23 tax liens are foreclosed and any property that has not had the taxes paid becomes Town property. Each year staff reviews the potential properties and makes a determination whether or not it is in the best interest of the Town to foreclose on certain properties. Reasons not to foreclosure would include that some properties, primarily mobile homes, would cost more for the Town to dispose of than the amount due in taxes. The liens stay on the properties; the Town just does not foreclose, so the Town is still entitled the owed taxes. A copy of the Resolution is included in your packet.

*Suggested motion:*

Motion to adopt the Resolution authorizing the Town Treasurer to Waive Foreclosure on Certain Real Estate Tax Lien Mortgages.

11. Chair King will be making Council appointments to these committees.

*Suggested Motion:* No motion required.

**CONSENT AGENDA**

- (a) Approved of the Minutes of January 3, 2012: A copy of the minutes is included in your packet.
- (b) Approval of the Minutes of December 19, 2011: A copy of the minutes is included in your packet.

*Suggested Motion:*

Motion to approve the Consent Agenda.

*Suggested Motion:*

Motion to adjourn the meeting.

# **MANAGER'S REPORT - A NO BACK UP MATERIALS IN COUNCIL PACKETS BUT ON LINE**

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jhenze

Town of Brunswick  
DECEMBER 2011 EXPENDITURE REPORT

| PG 1  
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FOR 2012 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>10 General Government</b>							
11000 Administration	392,515	392,515.00	209,017.15	54,718.97	.00	183,497.85	53.3%
11100 Finance Department	650,894	650,894.00	304,619.70	60,625.91	319.00	345,955.30	46.8%
11150 Technology Services Dept	255,238	255,238.00	141,186.80	25,974.40	.00	114,051.20	55.3%
11200 Municipal Officers	115,415	115,415.00	42,339.21	7,443.02	.00	73,075.79	36.7%
11220 Municipal Building	177,939	184,882.00	76,307.12	13,576.96	1,249.97	107,324.91	41.9%
11230 Risk Management	428,550	428,550.00	153,487.10	4,303.36	.00	275,062.90	35.8%
11240 Employee benefits	0	.00	.00	.00	.00	.00	.0%
11250 Cable TV	85,655	85,655.00	41,923.83	9,880.29	.00	43,731.17	48.9%
11300 Assessing	247,033	247,033.00	114,334.06	20,519.89	1,598.04	131,100.90	46.9%
11400 Codes Enforcement	0	.00	7.18	7.18	.00	-7.18	100.0%
11600 Town Clerk & Elections	329,488	329,488.00	146,509.16	26,491.18	5,408.88	177,569.96	46.1%
11900 Planning Department	427,944	435,140.53	201,046.87	37,992.17	2,933.61	231,160.05	46.9%
11950 Economic Development Dept	162,775	190,575.00	101,998.89	18,144.10	6,800.00	81,776.11	57.1%
<b>TOTAL General Government</b>	<b>3,273,446</b>	<b>3,315,385.53</b>	<b>1,532,777.07</b>	<b>279,677.43</b>	<b>18,309.50</b>	<b>1,764,298.96</b>	<b>46.8%</b>
<b>20 Public Safety</b>							
12100 Fire Department	2,796,745	2,799,687.40	1,335,369.57	263,320.65	22,513.18	1,441,804.65	48.5%
12200 Police Department	3,574,510	3,574,510.00	1,710,402.64	289,197.20	2,443.04	1,861,664.32	47.9%
12210 Police Special Detail	0	.00	13,468.57	2,243.52	.00	-13,468.57	100.0%
12220 Emergency Services Dispatch	687,442	687,442.00	318,271.94	70,827.24	.00	369,170.06	46.3%
12310 Streetlights	190,000	190,000.00	73,913.23	15,862.54	.00	116,086.77	38.9%
12320 Traffic Signals	27,600	27,600.00	13,849.41	4,113.53	.00	13,750.59	50.2%
12330 Hydrants	365,885	365,885.00	95,671.90	.00	.00	270,213.10	26.1%
12340 Civil Emergency Preparedne	2,000	2,000.00	899.98	800.00	.00	1,100.02	45.0%
<b>TOTAL Public Safety</b>	<b>7,644,182</b>	<b>7,647,124.40</b>	<b>3,561,847.24</b>	<b>646,364.68</b>	<b>24,956.22</b>	<b>4,060,320.94</b>	<b>46.9%</b>
<b>30 Public Works</b>							
13100 Public Works Administratio	389,222	389,222.00	183,123.06	35,506.60	.00	206,098.94	47.0%
13110 PW General Maintenance	735,295	747,795.00	340,713.48	16,574.60	5,626.87	401,454.65	46.3%
13120 PW Winter Maintenance	821,853	821,853.00	231,673.25	142,509.06	222,503.49	367,676.26	55.3%
13130 Refuse Collection	587,353	587,353.00	224,265.05	41,173.45	183,337.35	179,750.60	69.4%
13140 Recycling	261,148	261,148.00	116,377.46	20,820.67	145,744.69	-974.15	100.4%



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Town of Brunswick  
DECEMBER 2011 EXPENDITURE REPORT

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FOR 2012 06

70	Unclassified	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
17000	Promotion and Development	141,758	141,758.00	113,623.17	11.15	.00	28,134.83	80.2%
17010	Additional School Assistan	10,000	10,000.00	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,000	3,000.00	1,250.00	.00	.00	1,750.00	41.7%
17030	Wage Adjustment Account	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
17051	Longfellow School Building	0	.00	19,450.18	7,784.97	.00	-19,450.18	100.0%
17052	School Master Plan	0	.00	606.80	.00	.00	-606.80	100.0%
	TOTAL Unclassified	194,758	194,758.00	134,930.15	7,796.12	.00	59,827.85	69.3%
80	Debt Service							
18010	2003 High School Refunding	0	.00	962,212.50	.00	.00	-962,212.50	100.0%
18020	2006 CIP G/O Bonds	276,000	276,000.00	240,000.00	.00	.00	36,000.00	87.0%
18030	2011 GO CIP Bonds	282,643	282,643.00	618,933.33	.00	.00	-336,290.33	219.0%
18050	2010 Elementary School Bon	0	.00	1,364,180.85	.00	.00	-1,364,180.85	100.0%
	TOTAL Debt Service	558,643	558,643.00	3,185,326.68	.00	.00	-2,626,683.68	570.2%
	GRAND TOTAL	51,919,222	51,983,996.93	22,967,448.86	3,891,935.71	618,089.09	28,398,458.98	45.4%

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Town of Brunswick  
DECEMBER 2011 EXPENDITURE REPORT

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REPORT OPTIONS

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	Field #	Total	Page Break	
Sequence 1	2	Y	N	Year/Period: 2012/ 6
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: Y
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
				Roll projects to object: N
				Incl inception to soy: N
				Carry forward code: 1
				Print journal detail: N
				From Yr/Per: 2012/ 1
				To Yr/Per: 2012/ 6
				Include budget entries: N
				Incl encumb/liq entries: N
				Sort by JE # or PO #: J
				Detail format option: 1
Report title:				
DECEMBER 2011 EXPENDITURE REPORT				
Print Full or Short description:	F			
Print MTD Version:	Y			
Print Revenues-Version headings:	N			
Format type:	2			
Print revenue budgets as zero:	N			
Include Fund Balance:	N			
Include requisition amount:	N			

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DECEMBER 2011 REVENUE REPORTPG 1  
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FOR 2012 06

		ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<b>10 Taxes</b>							
111190 41101 Property Taxes	30,052,142	30,052,142.00	30,393,186.71	386.50	-341,044.71	101.1%*	
111190 41103 Deferred Property Taxe	-200,000	-200,000.00	.00	.00	-200,000.00	.0%	
111190 41104 Tax Abatements	-75,000	-75,000.00	-20,818.44	-291.26	-54,181.56	27.8%	
111190 41105 Interest on Taxes	65,000	65,000.00	20,555.82	2,245.23	44,444.18	31.6%*	
111190 41106 Tax Lien Costs Revenue	10,000	10,000.00	12,436.00	.00	-2,436.00	124.4%*	
111190 41107 Tax Lien Interest Reve	0	.00	16,194.04	.00	-16,194.04	100.0%*	
111190 41109 Payment in Lieu of Tax	205,000	205,000.00	203,794.21	25,616.00	1,205.79	99.4%*	
111190 41197 BETE reimbursement	113,257	113,257.00	138,393.00	138,393.00	-25,136.00	122.2%*	
111190 41198 Homestead exemption re	319,697	319,697.00	255,182.00	.00	64,515.00	79.8%*	
111191 41110 Excise Tax - Auto	2,475,000	2,475,000.00	1,311,608.27	182,229.71	1,163,391.73	53.0%*	
111191 41111 Excise Tax Boat/ATV/Sn	24,000	24,000.00	3,772.85	97.50	20,227.15	15.7%*	
<b>TOTAL Taxes</b>	<b>32,989,096</b>	<b>32,989,096.00</b>	<b>32,334,304.46</b>	<b>348,676.68</b>	<b>654,791.54</b>	<b>98.0%</b>	
<b>TOTAL REVENUES</b>	<b>32,989,096</b>	<b>32,989,096.00</b>	<b>32,334,304.46</b>	<b>348,676.68</b>	<b>654,791.54</b>		
<b>20 Licenses &amp; Fees</b>							
121111 42207 Passport Fees	8,000	8,000.00	2,925.00	600.00	5,075.00	36.6%*	
121111 42208 Postage Fees	0	.00	219.60	73.20	-219.60	100.0%*	
121111 42209 Passport Picture Reven	1,700	1,700.00	636.00	84.00	1,064.00	37.4%*	
121411 42100 Building Permits	150,000	150,000.00	53,653.66	20,888.20	96,346.34	35.8%*	
121411 42101 Electrical Permits	23,000	23,000.00	21,894.40	11,291.52	1,105.60	95.2%*	
121411 42102 Plumbing Permits	11,000	11,000.00	10,642.50	2,640.00	357.50	96.8%*	
121411 42103 Zoning Board Fees	0	.00	150.00	.00	-150.00	100.0%*	
121611 42200 Hunting & Fishing Lice	1,430	1,430.00	604.75	209.50	825.25	42.3%*	
121611 42201 Dog License Fee	2,402	2,402.00	1,029.00	788.00	1,373.00	42.8%*	
121611 42202 Vital Statistics	48,000	48,000.00	27,126.40	4,265.40	20,873.60	56.5%*	
121611 42203 General Licenses	22,635	22,635.00	7,282.50	3,235.00	15,352.50	32.2%*	
121611 42204 Victulars Licenses	20,775	20,775.00	1,700.00	100.00	19,075.00	8.2%*	
121611 42205 Shellfish Licenses	19,200	19,200.00	400.00	.00	18,800.00	2.1%*	
121611 42206 Neutered/Spayed Dog Li	4,210	4,210.00	1,854.00	1,470.00	2,356.00	44.0%*	
121611 42208 Postage Fees	0	.00	33.40	28.45	-33.40	100.0%*	
121911 42300 Planning Board Appl Fe	15,000	15,000.00	5,457.40	875.00	9,542.60	36.4%*	
122121 42400 Fire Permits	900	900.00	520.00	.00	380.00	57.8%*	
122221 42500 Conc Weapons Permits R	600	600.00	340.00	110.00	260.00	56.7%*	
123131 42600 Public Works Opening F	500	500.00	104.00	16.00	396.00	20.8%*	
<b>TOTAL Licenses &amp; Fees</b>	<b>329,352</b>	<b>329,352.00</b>	<b>136,572.61</b>	<b>46,674.27</b>	<b>192,779.39</b>	<b>41.5%</b>	
<b>TOTAL REVENUES</b>	<b>329,352</b>	<b>329,352.00</b>	<b>136,572.61</b>	<b>46,674.27</b>	<b>192,779.39</b>		

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DECEMBER 2011 REVENUE REPORTPG 2  
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FOR 2012 06

		ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<b>30 Intergovernmental</b>							
131122 43505 FD EMPG grant		0	.00	3,715.43	.00	-3,715.43	100.0%*
131122 43506 FD SAFER grant		20,000	20,000.00	8,668.75	.00	11,331.25	43.3%*
131132 43103 Highway Grant Fund		200,000	200,000.00	107,540.00	.00	92,460.00	53.8%*
131142 43104 State General Assistan		20,000	20,000.00	11,653.91	4,565.85	8,346.09	58.3%*
131190 43102 State Tax Exemption Re		25,000	25,000.00	1,161.47	.00	23,838.53	4.6%*
131192 43101 State Revenue Sharing		1,450,000	1,450,000.00	796,012.53	119,085.06	653,987.47	54.9%*
131192 43105 Emergency Management		0	.00	4,288.07	.00	-4,288.07	100.0%*
131192 43106 Snowmobile Receipts		1,500	1,500.00	.00	.00	1,500.00	.0%*
134546 43120 State Education Subsid		12,406,261	12,406,261.00	6,678,562.48	789,501.02	5,727,698.52	53.8%*
134546 43121 State Adult Educ. Subs		31,000	31,000.00	.00	.00	31,000.00	.0%*
134546 43150 Federal Education Subs		97,500	97,500.00	84,471.55	.00	13,028.45	86.6%*
<b>TOTAL Intergovernmental</b>		<b>14,251,261</b>	<b>14,251,261.00</b>	<b>7,696,074.19</b>	<b>913,151.93</b>	<b>6,555,186.81</b>	<b>54.0%</b>
<b>TOTAL REVENUES</b>		<b>14,251,261</b>	<b>14,251,261.00</b>	<b>7,696,074.19</b>	<b>913,151.93</b>	<b>6,555,186.81</b>	
<b>40 Charges for services</b>							
141111 44110 Agent Fee Auto Reg		37,500	37,500.00	31,373.00	13,215.00	6,127.00	83.7%*
141111 44111 Agent Fee Boat/ATV/Sno		1,500	1,500.00	419.00	55.00	1,081.00	27.9%*
141611 44131 Advertising Fees		0	.00	1,259.91	268.55	-1,259.91	100.0%*
142121 44155 Ambulance Service Fees		700,000	700,000.00	429,410.07	55,025.45	270,589.93	61.3%*
142121 44166 Special Detail - Fire		500	500.00	1,198.08	.00	-698.08	239.6%*
142221 44161 Witness Fees		3,500	3,500.00	1,240.30	.00	2,259.70	35.4%*
142221 44162 Police Reports		3,600	3,600.00	1,162.00	169.00	2,438.00	32.3%*
142221 44163 School Resource Office		73,987	73,987.00	.00	.00	73,987.00	.0%*
142221 44165 Special Detail - Polic		11,000	11,000.00	14,787.50	1,971.00	-3,787.50	134.4%*
142221 44167 Dispatch Services fees		131,274	131,274.00	60,000.00	10,000.00	71,274.00	45.7%*
143131 44174 PW Labor & Materials		0	.00	29.51	.00	-29.51	100.0%*
143431 44175 Recycling Revenue		18,000	18,000.00	18,569.55	2,830.00	-569.55	103.2%*
144545 44100 School Tuition, etc		433,600	433,600.00	16,598.40	6,999.20	417,001.60	3.8%*
<b>TOTAL Charges for services</b>		<b>1,414,461</b>	<b>1,414,461.00</b>	<b>576,047.32</b>	<b>90,533.20</b>	<b>838,413.68</b>	<b>40.7%</b>
<b>TOTAL REVENUES</b>		<b>1,414,461</b>	<b>1,414,461.00</b>	<b>576,047.32</b>	<b>90,533.20</b>	<b>838,413.68</b>	
<b>50 Fines &amp; Penalties</b>							
151621 45103 Unlicensed Dog Fines		10,000	10,000.00	725.00	.00	9,275.00	7.3%*

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DECEMBER 2011 REVENUE REPORTPG 3  
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FOR 2012 06

		ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
152121	45104 False Alarm Fire	2,000	2,000.00	650.00	550.00	1,350.00	32.5%*
152121	45107 Fire Code Violation Fi	0	.00	500.00	500.00	-500.00	100.0%*
152221	45100 Ordinance Fines	600	600.00	.00	.00	600.00	.0%*
152221	45101 Parking Tickets	9,000	9,000.00	2,575.00	480.00	6,425.00	28.6%*
152221	45102 Leash Law Fines	500	500.00	475.00	50.00	25.00	95.0%*
152221	45105 False Alarm Police	700	700.00	125.00	125.00	575.00	17.9%*
TOTAL Fines & Penalties		22,800	22,800.00	5,050.00	1,705.00	17,750.00	22.1%
TOTAL REVENUES		22,800	22,800.00	5,050.00	1,705.00	17,750.00	
<b>60 Interest earned</b>							
161193	46100 Interest Earned	100,000	100,000.00	1,374.34	488.72	98,625.66	1.4%*
TOTAL Interest earned		100,000	100,000.00	1,374.34	488.72	98,625.66	1.4%
TOTAL REVENUES		100,000	100,000.00	1,374.34	488.72	98,625.66	
<b>70 Donations</b>							
171952	47000 BDC Contrib to Econ De	75,000	75,000.00	.00	.00	75,000.00	.0%*
171952	47001 MRRA grant	65,000	65,000.00	35,830.00	4,166.00	29,170.00	55.1%**
TOTAL Donations		140,000	140,000.00	35,830.00	4,166.00	104,170.00	25.6%
TOTAL REVENUES		140,000	140,000.00	35,830.00	4,166.00	104,170.00	
<b>90 Other</b>							
191011	49000 Administration Miscell	0	.00	10.00	.00	-10.00	100.0%*
191111	49000 Finance Miscellaneous	2,500	2,500.00	-624.14	212.56	3,124.14	25.0%*
191111	49105 Postage & Handling	2,500	2,500.00	1,297.00	142.00	1,203.00	51.9%*
191111	49106 W/C Proceeds	0	.00	2,358.31	.00	-2,358.31	100.0%*
191111	49210 Insurance Proceeds	0	.00	1,591.10	.00	-1,591.10	100.0%*
191192	49100 Cable Television	205,000	205,000.00	51,478.46	.00	153,521.54	25.1%*
191194	49150 Gen Govt Asset Sales	0	.00	150,000.00	.00	-150,000.00	100.0%*
191411	49000 Codes Miscellaneous	0	.00	55.03	.00	-55.03	100.0%*
191611	49000 Town Clerk Miscellaneous	1,300	1,300.00	626.50	120.25	673.50	48.2%*
191911	49000 Planning Miscellaneous	300	300.00	131.50	21.00	168.50	43.8%*
192121	49000 Fire Miscellaneous	10,500	10,500.00	10,061.72	.00	438.28	95.8%*

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Town of Brunswick  
DECEMBER 2011 REVENUE REPORT

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FOR 2012 06

		ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
192221	49000	Police Miscellaneous	11,800	11,800.00	10,025.00	.00	1,775.00 85.0%*
192294	49153	Police Vehicle Sales	18,500	18,500.00	11,984.70	9,084.00	6,515.30 64.8%*
193131	49000	Public Works Miscellan	0	.00	450.55	.00	-450.55 100.0%*
194141	49103	General Assistance Rec	0	.00	1,029.88	.00	-1,029.88 100.0%*
194545	49000	School Miscellaneous R	74,500	74,500.00	71,196.01	51,957.13	3,303.99 95.6%*
195051	49000	Recreation Miscellaneous	0	.00	199.75	.00	-199.75 100.0%*
199980	48100	General Fund Transfer	200,000	200,000.00	200,000.00	.00	.00 100.0%*
TOTAL Other		526,900	526,900.00	511,871.37	61,536.94	15,028.63	97.1%
TOTAL REVENUES		526,900	526,900.00	511,871.37	61,536.94	15,028.63	
GRAND TOTAL		49,773,870	49,773,870.00	41,297,124.29	1,466,932.74	8,476,745.71	83.0%

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Town of Brunswick  
DECEMBER 2011 REVENUE REPORT

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REPORT OPTIONS

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	Field #	Total	Page Break	
Sequence 1	5	Y	N	Year/Period: 2012/ 6
Sequence 2	0	N	N	Print revenue as credit: N
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
				Roll projects to object: N
				Incl inception to soy: N
				Carry forward code: 1
				Print journal detail: N
				From Yr/Per: 2012/ 1
				To Yr/Per: 2012/ 6
				Include budget entries: N
				Incl encumb/liq entries: N
				Sort by JE # or PO #: J
				Detail format option: 1
Report title:				
DECEMBER 2011 REVENUE REPORT				
Print Full or Short description: F				
Print MTD Version: Y				
Print Revenues-Version headings: Y				
Format type: 2				
Print revenue budgets as zero: N				
Include Fund Balance: N				
Include requisition amount: N				

# **MANAGER'S REPORT - B**

## **NO BACK UP MATERIALS**

# **MANAGER'S REPORT - C**

## **BACK UP MATERIALS**



**Town of Brunswick  
Poem in Your Pocket Day Proclamation**

**Whereas**, the Town of Brunswick has been the historical home of literary figures such as Henry Wadsworth Longfellow, Nathaniel Hawthorne, Harriet Beecher Stowe and Robert P.T. Coffin,

**Whereas**, the Town of Brunswick regularly acknowledges our place literary history through the naming of its public schools, its support of “Longfellow Days,” and though placement of historical markers in downtown streets reciting the works of our literary forebears,

**Whereas**, the Town of Brunswick is currently home to a vibrant literary arts community,

**Whereas**, Academy of American Poets initiated the inception of National Poetry Month in 1996 and along the way has enlisted a variety of government agencies and officials, educational leaders, publishers, sponsors, poets, and arts organizations to help,

**Whereas**, in 2002, the City of New York created Poem in Your Pocket Day as part of the city's National Poetry Month celebration,

**Whereas**, in 2009, the Academy of American Poets took Poem In Your Pocket Day national,

**Whereas**, sharing poetry encourages community building,

**Therefore**, the Brunswick Town Council proclaims April as “Brunswick Poetry Month” and the last Thursday in April “Poem in Your Pocket” day in Brunswick, Maine. On this day, the residents of Brunswick, Maine are encouraged to keep a poem in their pocket and to share it with others when invited to do so.

**Given under our hands this 17<sup>th</sup> day of January, 2012.**

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**Joanne T. King  
Chair, Brunswick Town Council**

## Information on the Poem in Your Pocket Project:

Prepared by: Anna Boll  
Frederick Koerber  
Evie Katz

### Mission:

In honor of April-National Poetry Month, the Poem in Your Pocket organizers work to foster community in Brunswick, Maine through poetry. We will create town-wide events where people of all ages: have the opportunity to read, listen, and share poetry; celebrate literacy through poetry; discover and rediscover the magic of poetry; and enjoy the works of published, Maine poets.

### Sharing Poetry:

At the crux of this project is the town-wide distribution of short poems and buttons that say "I have a poem in my pocket." When you wear the button, it invites fellow community members to ask you to read or recite your short poem. We plan on placing denim-covered cans, with poems in them, around the community: at Curtis Memorial Library, businesses, schools and throughout the Bowdoin Library System.

### The Events:

All events will take place Tuesday, April 24<sup>th</sup> through Friday, April 27<sup>th</sup>, 2012.

Tuesday, April 24, 2012: "Poets Speak"

3:30-5:30 pm

@Little Dog Café

Martin Steingesser

Gary Lawless

Cathleen Miller (Portland poet)

Other female poets

Wednesday, April 25, 2012: Center Stage Theater (Senior Group)

Day time

@The Theater Project

Poetry Slam (Tentatively Scheduled)

8-10pm

Lulu Hawkes: Winner 2011 Poetry OutLoud

Winner 2012 Poetry OutLoud?

Bowdoin Slam Poetry Society

@ Smith Union Pub

Thursday, April 26, 2012:

**Poem in Your Pocket DAY!**

Community Open Mic

6:30-8 pm

@Curtis Memorial Library

Community Registration Table at the library.

Friday, April 27, 2012: "An Evening of Poetry: Poet Laureate, Wesley McNair"

4-6pm

@Curtis Memorial Library

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# MANAGER'S REPORT - D

## BACK UP MATERIALS

# Town of Brunswick Update on Brunswick Landing

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*Update to the Town Manager and the Brunswick Town Council, Denise M. Clavette, Special Projects Assistant  
January 17, 2012*

## Town of Brunswick Focus Areas

### East Brunswick Remote Radio Transmitter Site

- The Town of Brunswick has officially received the deed to the East Brunswick Remote Radio Transmitter Site, and now owns the 66-acre parcel located off the Old Bath Road. This marks the first official property transfer to the Town.

### Public Benefit Conveyances (PBC)

- The Findings of Suitability to Transfer (FOST), namely FOST 2012-1 has been issued by the Navy public benefit conveyance for the 640 + / - acres on the large open space parcel south of the runway on Naval Air Station Brunswick property. That signifies that the property, after the 30-day comment period that ended January 9, 2012, is soon to be transferred to the Department of Interior, National Park Service. From that point, the property will be surveyed, and transferred to the Town of Brunswick. It is anticipated that the Town will receive the property by the end of the summer 2012. The schedule is subject to change.
- Final boundary delineations on the conservation land are subject to change, due to Site 12 environmental and safety restrictions.
- Though the Naval Air Station Brunswick has been decommissioned, it is important for the public to note that the Department of the Navy is still the owner of the property that will be conveyed to the Town. Proper procedures and clearance for access still need to go through the Navy. For questions and more information on public access, contact Denise Clavette, with the Town of Brunswick.

### Naval Air Station Brunswick (NASB) Commercial Property Assessment

- Additional funding of \$15,000 from an amendment to the Office of Economic Adjustment (OEA) grant has been approved to conduct the balance of the commercial properties located at Brunswick Landing. KRT Associates will be completing the assessment by spring 2011. The Town's match for the grant is \$1500.

### Recreation Trails & Open Space (RTOS) Management Plan

- The Town of Brunswick received a technical assistance grant from National Park Service, for support for the development of an open space management plan, for the 1000 + / - acres of conservation land, open space to be conveyed by the Department of the Navy in 2012. The plan will serve as a guide for management of Town public benefit conveyances (PBC), the development of an interconnected trail network system and the protection of its natural and cultural resources, and look at potential access to new shore land from water.
- The RTOS Stakeholder group met in December 2011, to kick off the RTOS Management Plan development. Five groups have been created, that will work on the defined areas of the plan: (1) natural resources; (2) history, cultural resources and interpretation; (3) management; (4) trails design and layout; (5) public outreach. Town Councilors Jerry Favreau and Benet Pols serve on the stakeholder group. Timeline for plan development will be through early fall 2012.

## **MRRA, Brunswick Landing and NASB Recent Happenings**

### **Public Benefit Conveyances (PBC) and Economic Development Conveyance (EDC)**

- MRRA anticipates that deeds to the remaining area of the Airport PBC will be received at the end of January 2012. Conveyance on the 821-acre parcel of the EDC, which includes the hotel, is anticipated for early fall.
- Affordable Midcoast Housing (AMH) is anticipated to close on the land now owned by MRRA, at the end of January 2012.

### **Business Development**

- Molnlycke Health Care has begun construction of the new facility at Brunswick Landing.
- MRRA anticipates hearing about the Foreign Trade Zone (FTZ) designation shortly.
- Current property leases at Brunswick Landing include:
  - Maine Tool & Machine
  - Flight Level Aviation
  - Resilient Communications
  - Kestrel Aircraft Co.
  - New England Tent & Awning
  - Harris Golf
  - Goodwill Workforce
  - American Bureau of Shipping
  - Lee Auto Group
  - Savi Systems
  - Maine Technology Institute
  - Great Island Boat Yard
  - BluSource Energy, Inc.
  - Integrated Marine Systems
  - Molnlycke Health Care
  - Bowdoin College

### **Meetings**

- MRRA Board, Executive, Finance and Property Committees
- Update on MRRA Board meeting, to be held Tuesday, January 17, 2012 at 4 PM in Brunswick will be given at the January 17, 2012 Town Council meeting.

# **MANAGER'S REPORT - E**

## **NO BACK UP MATERIALS**

# **MANAGER'S REPORT - F NO BACK UP MATERIALS**

# **ITEM 3**

# **BACK UP MATERIALS**

## **Memorandum**

**To:** **TM Brown**

**From:** **Capt. Waltz**

**Date:** **November 21, 2011**

**Re:** **Proposed Changes to Traffic and Vehicles (Section 15) of Brunswick Town Code**

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Attached are proposed changes to the Traffic and Vehicles portion (Chapter 15) of the Brunswick Town Code. If you are in agreement, would you be willing to forward these to the Town Council for their consideration? The explanations for the requested changes are below.

Clarify the Authority of the Parking Enforcement Officer to Issue Tickets. The current ordinance allows the Chief of Police and his police officers to enforce Chapter 15 (Traffic and Vehicles). Police officers are defined as someone with arrest powers. The new parking enforcement officer will not have arrest powers, but needs to be able to issue parking tickets. We propose adding a definition of parking enforcement officer and giving the person the authority to issue parking tickets (police officers can still issue them as well).

Harriet Beecher Stowe School. I have attached a copy of a memo to Superintendent Perzanoski which explains the problems in greater detail, but essentially, more people appear to be picking up their children after school than the designers contemplated. This has resulted in a hazardous situation because cars are parking in areas not intended for parking. The access road becomes clogged, people park on the landscaping of the loop and it is difficult to see children passing between cars. Essentially, we are trying to ease the problem by giving the PD the ability to enforce restricted parking zones in areas where there simply should not be parking and creating some more spaces by making a portion of the access road one way (in the direction of Spring towards Armory Street) and allowing parking there between 2:45 PM and 4:00 PM. We only ask for the change between 2:45 PM and 4:00 PM because there is not a problem in the morning and we don't want to inconvenience people who use the Stanwood entrance any more than necessary.

Other changes sought in order to ease congestion in the area of the school include forbidding parking on the west side of Spring Street in front of the school because the road is too narrow for the parking and two lanes of traffic. We also seek to forbid parking on the south side of Page Street (between Union and Spring) and the east side of Spring (between McKeen and Page) weekdays from 8AM to 4PM. The reason for the time limit to the restriction is some residents on Page Street tell me that the parking is

important to them on nights and weekends and since the school is not open during those hours, it is a good compromise to limit the restriction to when we need it to keep the road from being too congested and unsafe for children.

Finally, we seek to codify/expand the no parking zones at the intersection of Page and Spring Street to create greater visibility of children in the crosswalk.

Inn at Maine Street Station. We have had a temporary no parking zone on Noble Street just west of the Inn at Maine Street station's parking lot curb cut. The reason for the zone is because when a car parks on Noble Street at this location, the resident across Noble Street from the Inn has trouble backing out of their driveway. When we made the temporary restriction we were able to add a couple spaces immediately in front of the Inn at Maine Street Station. The temporary zones have been in effect since June (the current pavement striping is in accordance with the temporary restrictions) and there have been no issues. We seek to make the temporary zone permanent.

Moped Parking. A local resident who uses a moped regularly recently got a ticket for parking it on the sidewalk. The resident states that he does not like to use a full space for a moped when the spaces are at a premium for cars. The current ordinance does not allow the parking of mopeds on the sidewalk and we would not support a change to allow this for a number of reasons (obstacle on sidewalk, too much risk involved with operating the moped on a sidewalk, etc.) The solution we have proposed is to allow a single moped to be parked on the yellow striped no parking zones on Maine Street. The purpose of these zones is to keep an area open for visibility and the parking of a moped does not impede this purpose.

Maine State Music Theatre. The Maine State music theater has requested some more all day parking on Elm Street because they have lost access to spaces the previously used in the Hannaford lot. We seek to remove the two-hour limit on the south side of Elm Street between Middle and Union.

Bus Stops. This change in the ordinance removes the bus stop on Station Avenue so that cars may park in the area. The stop is no longer necessary since there is now the loading zone in the area where the visitor's center is located. We have also removed a bus stop on Maine Street by Potter Street which is no longer used and has yellow painted curb.

## **Chapter 15**

### **TRAFFIC AND VEHICLES\***

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\*      **Cross References:** Animals, Ch. 4; dogs, § 4-26 et seq.; fire prevention and protection, Ch. 7; housing, Ch. 8; vehicles for hire, § 10-96 et seq.; solid waste, Ch. 13; streets, sidewalks and other public places, Ch. 14; zoning and subdivision of land, App. A; traffic impact analysis required in certain circumstances, App. A, § 409.3, L; subdivision regulations, App. A, § 501 et seq.

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**Art. I. In General, §§ 15-1--15-25**

**Art. II. Traffic-Control Devices, §§ 15-26--15-45**

**Art. III. Specific Street Regulations, §§ 15-46--15-70**

**Art. IV. Stopping, Standing, Parking, §§ 15-71--15-100**

**Art. V. Rules for Operation of Vehicles, §§ 15-101--15-120**

**Art. VI. Pedestrians, §§ 15-121--15-140**

**Art. VII. Bicycles and Skateboards, §§ 15-141--15-144**

### **ARTICLE I.**

#### **IN GENERAL**

##### **Sec. 15-1. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

***Parking Enforcement Officer*** is an individual authorized by the chief of police to issue parking tickets.

##### **Sec. 15-2. Enforcement.**

The chief of police, through the police officers in his department, shall enforce this chapter and shall regulate the flow of traffic on all public ways. **In addition to police officers, parking enforcement officers may enforce the parking regulations set forth in this chapter.** When necessary to meet an emergency situation in the interest of the health, safety or general welfare of the residents of the town, the chief may temporarily suspend any provision of this chapter. He may restrict and divert vehicular and pedestrian traffic, and he may restrict or regulate parking.

(Ord. of 5-2-88, § 3)

## ARTICLE III.

### SPECIFIC STREET REGULATIONS\*

#### **Sec. 15-46. One-way streets.**

The following public ways are one-way streets, and vehicles may move only in the indicated directions:

Harriet Beecher Stowe School Access Road, westerly from one hundred ten (110) feet west of Spring Street to Armory Street from 2:45 PM to 4PM, Monday through Friday.

## ARTICLE IV.

### STOPPING, STANDING, PARKING\*

#### **Sec. 15-71. Rules governing stopping and parking.**

The following rules govern the stopping and parking of vehicles:

- (1) *Prohibited in certain places.* Except in compliance with a statute or with this chapter, a person shall not stop or park a vehicle on any public way in any of the following places:

- i. At any place where official signs or yellow striped areas or yellow curbing indicates a restricted, no-stopping or no-parking area. Except however, on Maine Street, a moped as defined by 29-A M.R.S.A. §101(36) may park in a yellow striped restricted area which is not adjacent to a disabled parking stall. No more than one moped may park in a single restricted area and any restricted time limit applicable to the section of street still applies.

#### **Sec. 15-72. Restricted parking area legend.**

Restricted parking areas of any type must be indicated by yellow curbing, yellow striped areas or by appropriate signs.

(Ord. of 5-2-88, § 29)

#### **Sec. 15-74. No-parking areas.**

The following areas are designated as no-parking areas:

Harriet Beecher Stowe School Access Road, north side, commencing at Spring Street extending westerly one hundred (100) feet west of the intersection with Armory Street, except between 2:45 PM and 4:00 PM Monday through Friday, when parking is permitted from one hundred and ten (110) feet west of Spring Street, westerly to Armory Street;.

Harriet Beecher Stowe School Access Road Loop, north side, commencing at the western intersection with the Harriet Beecher Stowe School Access Road easterly to the eastern intersection with the Harriet Beecher Stowe School Access Road;

Harriet Beecher Stowe School Access Road Loop, south side, commencing at the western intersection with the Harriet Beecher Stowe School Access Road easterly forty-eight (48) feet,

Noble Street, north side, commencing at Maine Street and extending westerly sixty (60) fifty (50) feet, and north side, commencing at the west side of the curb cut for the driveway to the Inn at Maine Street Station and extending in a westerly direction twenty-eight (28) feet;

Page Street, south side commencing at Union Street, westerly to Spring Street, 8 AM to 4 PM, Monday through Friday. The 8 AM to 4 PM

Page Street, north side, commencing at Spring Street, and extending easterly forty (40) feet.

Spring Street, east side, commencing at McKeen Street extending northerly to forty feet south of Page Street, 8 AM to 4 PM, Monday through Friday, and east side commencing forty (40) feet south of Page Street and extending to forty (40) feet north of Page Street,

Spring Street, west side, commencing at McKeen Street extending northerly to Weymouth Street.

#### **Sec. 15-76. Restricted on-street parking areas.**

(a) A person shall not park a vehicle for more than two (2) consecutive hours in any parking space adjacent to a curb between the hours of 8:00 a.m. and 6:00 p.m. on any day except Friday, Sunday, and a public holiday and between the hours of 8:00 a.m. and 9:00 p.m. on Friday in the following areas:

Elm Street, southerly side, from Middle Street, and extending westerly to Union Street,

#### **Sec. 15-84. Bus stops designated.**

(a) Bus stops are established at the following locations:

(2) Maine Street, west side commencing at Potter Street and extending southerly forty-six (46) feet.

(3) Station Avenue, commencing two hundred (200) feet easterly of the intersection of Union Street and extending easterly one hundred ten (110) feet.

## **Memorandum**

**To:** **Superintendent Perzanoski**

**From:** **Capt. Waltz**

**Date:** **October 31, 2011**

**Re:** **Traffic Issues at Harriet Beecher Stowe School**

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At your request, Sgt. Russell Wrede and I observed Harriet Beecher Stowe School (“HBS”) during arrival and dismissal times the week of October 24<sup>th</sup>.

### **Observations**

#### *Congestion*

While congestion does not seem to be too much of a problem in the morning because cars drop off students and immediately leave, it is a significant problem in the afternoon. It appears the school’s designers did not expect to have so many parents picking up their children after school. The congestion manifests itself as follows:

- By 2:55 PM, all of the designated spots for pickup are full and cars begin to park along the access road. While there are no parking spaces along the road, approximately twenty-five cars are parked there by the end of the school day. This makes it difficult to have two way traffic in the access road and/or see children leaving school;



**Figure 1. Cars Parked on North Side of HBS Access Road**

- Cars also park on the opposite side of the loop from the designated pickup spaces, or even in the loop itself. Many of these cars park partially on the lawn, between the new trees. Due to the cars in the wrong side of the loop – or the cars that simply stop in the loop – the loop becomes clogged and it makes it impossible for traffic to move and difficult to see children;
- The handicapped pickup space is occupied by the same person each day by 2:50 PM. Bath Bus Service arrives in a van to pickup another handicapped child by 2:55 PM and parks in the no parking zone north of the handicapped pick up spot, making visibility difficult;
- Parents park on both sides of Armory Street clogging this street and making ingress/egress difficult; and
- In September (we did not observe this the week of 10/24), I observed people stopping on Spring Street to pick up students. This clogged Spring Street because it is not wide enough for parking on both sides and two-way traffic. Parking on Spring Street also makes the crosswalk at Page Street less visible.

### Possible Solutions

The only two guaranteed solutions are not practicable – buying more land to enlarge the pickup/drop off areas or forcing students to ride the bus. I also fear that the problems may get worse with snow banks cutting further down on visibility and parking space. In fact, it may be necessary to remove the snow after each storm.

Given the realities we have to work with, here my recommended approach and some alternatives:

1. Make the school access road one-way (in the direction of Spring Street towards Stanwood Street) between the hours of 2:45 PM and 4:00 PM. The one way section will be from the easternmost intersection of the access road and the loop west to Armory Street. Vehicles coming from Stanwood Street will have to park in the spaces at that end of the lot and walk to the front door. The vehicles can exit out of Stanwood or Armory. During this hour and 15 minutes only, cars may park on north side of the access driveway for the purpose of picking up/dropping off. Basically the proposal is to let people do what they are currently doing, but make the road one-way so that it can be done more safely.

*Alternative.* Turn the head-in spaces on the south side of the access road (between the two intersections with the loop) into additional pickup-drop-off slots. Leave the access road two-way and ban parking on the access road at all times. This is not my preferred option because you would displace your staff only to have the spaces sit empty much of the day and

when I counted parking spaces on the 24<sup>th</sup>, there were not enough empty spaces on the Stanwood end of the lot to compensate for all of the cars lined up on the access road.

*Possible Addition.* Request the Town Council to designate all of the pickup/drop off spaces “No Idling” (a parent suggested this when we were observing the parking lot).

2. Request the Town Council to designate the side of the loop opposite the current pickup-drop off spaces as “No Parking” so that we can enforce them. This should keep the loop open for traffic and protect the landscaping. A formal “No Parking” designation should also be requested for the area at the entrance (North of the handicapped parking space) so that it too can be enforced. The sign which states “Pickup/drop off” should be moved about 15 feet south to avoid confusion (currently it creates the impression that one can park in yellow painted “No Parking” area north of the handicapped space).

*Possible Addition.* You might also want to consider changing one of the current pickup-drop off spaces to an additional handicapped space (so that there will now be two).

3. In order to cut down on congestion on the side streets, request the Town Council to make the west side of Armory Street, the west side of Spring Street from Weymouth to McKeen, and the east side of Spring Street from Page to McKeen no parking or standing. On Spring Street these no parking zones will also increase the visibility of the crosswalk crossing Spring Street at Page Street.

If you would like to meet on site to discuss my suggestions, just let me know. While I don’t guarantee that these changes will solve all of the congestion problems, I think they will make things more orderly and cut down on both the congestion and the risk to children. They should also encourage the entire parking lot to be used.

I have attached a diagram (not to scale) of my suggested changes, superimposed on the most recent Google Map aerial photo available (taken during construction).

I am in the process of preparing some other parking ordinance revisions for submission to the council for consideration and we could include these changes if you like.



## Suggested Changes for Harriet Beecher Stowe Lot and Access Road



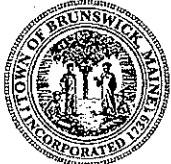
### Key

No Parking

Standing for  
Pickup only  
2:45 PM to  
4:00 PM

One Way  
(West) 2:45  
PM to 4:00  
PM

Two Way  
Traffic at All  
Times



# Town of Brunswick, Maine

INCORPORATED 1739  
OFFICE OF THE TOWN MANAGER

GARY L. BROWN, MANAGER

28 FEDERAL STREET  
BRUNSWICK, MAINE 04011  
TELEPHONE 725-6659  
FAX # 725-6663

January 3, 2012

TO: Residents and Businesses of Noble, Page and Spring Streets

FR: Gary Brown, Town Manager

RE: Proposed changes to parking ordinances

The Town Council is scheduled to hold a **Public Hearing on January 17, 2012** as part of their regular Council meeting. The purpose of the public hearing is to hear comments on proposed changes to the ordinance that restricts on-street parking in Brunswick.

I am including in this notice the proposed changes to the parking ordinance for the above named streets. The changes are highlighted in yellow and are either underlined or lined-out. The underlined sections represent new language, the line-out sections represents removed language.

If you have any questions concerning these proposed changes, please contact Captain Mark Waltz of the Brunswick Police Department. He can be reached at 725-5521 or [mwaltz@brunswickpd.org](mailto:mwaltz@brunswickpd.org)

Questions or comments are encouraged either before the Public Hearing or at the Public Hearing itself.

# **ITEM 4**

# **BACK UP MATERIALS**



# TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

## DEPARTMENT OF PLANNING AND DEVELOPMENT

28 FEDERAL STREET  
BRUNSWICK, ME 04011

ANNA M. BREINICH, AICP  
DIRECTOR OF PLANNING & DEVELOPMENT

PHONE: 207-725-6660  
FAX: 207-725-6663

December 14, 2011

**To:** Brunswick Town Council  
Gary Brown, ICMA-CM, Town Manager  
**From:** Anna Breinich, AICP  
**Subject:** Proposed Zoning Amendment for Council Consideration: Section 306.17  
Municipal Facilities

By Town Council's action on October 3, 2011, the Brunswick Planning Board was requested to review the Zoning Ordinance to eliminate the dimensional restriction for municipal projects in all zoning districts and to make a recommendation to the Council on zoning amendments. Currently, Section 306.17 allows municipal facilities in all zoning districts but such facility must conform to the applicable district dimensional standards. The proposed amendment forwarded to the Planning Board would continue to allow municipal facilities in all zoning districts and add an exemption to applicable dimensional standards. After careful deliberation the Planning Board voted 3-2 at their December 13, 2011 meeting to recommend the following revised amendment for your consideration. Staff respectfully requests Town Council to consider scheduling a public hearing to take comment and possible action on the following:

Amend section 3.17 Municipal Facilities as follows:

### **306.17 Municipal Facility**

A Municipal Facility is any facility, which is used to meet a municipal need, including public schools, recreational facilities, municipal offices, and utilities provided by the Brunswick and Topsham Water District and Brunswick Sewer District necessary to provide utility services to residents of the Town. Municipal Facilities are permitted in all zoning districts. ~~Public Schools shall be subject to a maximum impervious surface coverage limit of 15% or the applicable zone standards, whichever is greater. Municipal Facilities may exceed the applicable zoning district maximum impervious coverage and maximum building footprint standards each by not more than forty (40%) percent.~~

(Amended 6/21/04 E/R)

As background, staff provided the draft zoning amendment to Section 306.17 for their consideration. The Planning Board held a workshop on October 25<sup>th</sup> to discuss the proposed amendment and after much deliberation (minutes attached), voted to schedule a public hearing on November 14<sup>th</sup>. At that time, the Planning Board expressed concerns with exempting municipal facilities from all dimensional standards, requested additional

information and tabled further deliberation. Planning Board also requested preliminary information regarding the police station conceptual design so as to understand spatial needs. The presentation was then given by the project architect, Brett Donham, at the December 6<sup>th</sup> Planning Board meeting.

Based upon Board discussions, staff was requested by the Chair to provide additional data regarding existing Town facilities (a comparison between district standards and “as built” for each structure) attached. Staff had previously noted that most Town facilities are generally compliant with regard to setbacks and height standards. However, most exceed maximum building footprint and impervious coverage standards. The attached table supports that statement. Out of seven municipal facilities, only two (Curtis Memorial Library and the Cook’s Corner Fire Station) meet all dimensional requirements. The majority of the remaining facilities surveyed exceed maximum footprint and coverage standards. In light of this information, staff recommended consideration be given to allow municipal facilities to exceed the applicable zoning district’s maximum building footprint and impervious coverage standards by not more than forty (40%) percent.

After careful deliberation, the Planning Board voted 3-2 to accept staff’s amended language as presented above and recommend it for Council’s consideration.

Should you have any questions, or need further clarification, please feel free to contact me.

Attachment

# **ITEM 5**

## **BACK UP MATERIALS**



# Town of Brunswick, Maine



INCORPORATED 1739

OFFICE OF:

## Marine Resources & Harbor Management

28 FEDERAL STREET BRUNSWICK, MAINE 04011-1581  
TELEPHONE (207) 725-6631 FAX (207) 725-6663  
Email- ddevereaux@brunswickpd.org

Daniel R. Devereaux  
Marine Resource Officer~  
Harbormaster

J. Paul Plummer  
Marine Resource Officer~  
Deputy Harbormaster

DATE: January 5, 2012

To: Fran Smith  
From: Daniel R. Devereaux MRO/HM  
CC: Mark Latti, BMRC Chairman, Suzan Wilson, Councilor  
RE: Ordinance Amendment

Fran,

I'm writing this memo in regards to a request that was voted on unanimously by the BMRC in their November 2011 meeting. The request was to ask the Brunswick Town Council to amended Section 11-165 of the Marine Activities, Structures and Way's ordinance to allow Sunday harvesting during the fall and winter months.

BMRC members heard complaints from commercial harvesters that harvest opportunities decrease during the fall and winter months, due to daylight savings time. This leads to lack of income for fulltime harvesters, when it is during a time of the year when a steady income is most important.

The Town of Brunswick has enacted and repealed weekend conservation closures for nearly 20 years. These closures are typically enacted in response to a decrease in shellfish populations, or large scale pollution closures that limits harvester access to the resource, the later was the case in 2009 when the council amended the ordinance from allowing Sunday harvesting during certain months to a complete commercial harvest prohibition on Sundays. Since 2009, the BMRC has worked diligently with MEDMR, private consultants, resource managers, marine wardens, and abutting land owners and most of the area closed for pollution in 2009 has been reopened for harvest.

Based on the staffs assessment, MEDMR historical catch data, and BMRC 2011 shellfish inventory surveys, it is staff opinion that amending the ordinance as written below will have no adverse affect to the sustainability of the Town of Brunswick's shellfish populations.

*Sec. 11-165. Sunday shellfish harvesting prohibited.*

*It is unlawful for any commercial harvester to harvest or take shellfish from the coastal waters of the town on Sundays between May 1<sup>st</sup> and October 15<sup>th</sup>.*



**Proposed Emergency Ordinance Amendments  
Allowing Sunday Harvesting from October 16 to April 30  
Drafted – 01/6/2012  
Public Hearing –  
Adopted –  
Effective –**

Be it ordained by the Town Council of the Town of Brunswick, Maine, that Chapter 11, Division 5 "Regulations," the Municipal Code of Ordinances, Town of Brunswick, Maine, is amended by adding the underlined language as follows:

**Sec. 11-165. Sunday shellfish harvesting prohibited.**

It is unlawful for any commercial harvester to harvest or take shellfish from the coastal waters of the town on Sundays between May 1<sup>st</sup> and October 15<sup>th</sup>.

Adopted by the Brunswick Town Council at their Regular Meeting held on .  
It will become effective immediately after adoption.

Attest: \_\_\_\_\_  
Town Clerk

# **ITEM 6**

# **BACK UP MATERIALS**



# TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

## DEPARTMENT OF PLANNING AND DEVELOPMENT

28 FEDERAL STREET  
BRUNSWICK, ME 04011

ANNA M. BREINICH, AICP  
DIRECTOR OF PLANNING & DEVELOPMENT

PHONE: 207-725-6660  
FAX: 207-725-6663

January 11, 2012

Memo to: Brunswick Town Council  
Gary Brown, Town Manager

From: Kris Hultgren, Town Planner

Subject: Zoning Ordinance Amendment: Section 605.2 - Maine Department of Transportation  
Directional Signs

The Planning Board voted unanimously (7-0) at its January 5, 2012 meeting to recommend to the Town Council that the Zoning Ordinance be amended to allow businesses the option of placing up to four Maine Department of Transportation (MDOT) directional signs instead of two in areas of town where these signs are permitted. The Planning Board held a workshop on December 13 to discuss the change and hear from the public before scheduling the public hearing on January 5. No one spoke in opposition to the amendment at the workshop or public hearing.

*Section 605.2* of the Zoning Ordinance regulates the placement of MDOT directional signs. It is currently written to permit two MDOT signs per business. The signs may not be located in the Town Center districts, the Village Review Overlay Zone or the Maine Street and Park Row Right-of-Way and must comply with all other standards in this section of the ordinance.

Below is Section 605.2 of the Zoning Ordinance and the proposed amendment is shown under *Section 605.2.C.*

**605.2 Official Maine Department of Transportation (MDOT) Directional Signs.** An Official Business Directional Sign visible from a public way in the Town of Brunswick may be erected or maintained as provided for in this Section. Such signs shall also comply with applicable provisions of the Maine Traveler Information Services Act 23 M.R.S.A., Section 1901-1925 and any regulations of the Maine Department of Transportation promulgated hereunder, not inconsistent with the provisions of this Ordinance.

- A. For purposes of this Section, Official Business Directional Sign is defined as a sign erected and maintained in accordance with the Maine Traveler Informational Services Act, 23 M.R.S.A., Section 1901-1925, and this Ordinance, which identifies and points the way to public accommodations and facilities, commercial services for the traveling public, and points of scenic, historical, cultural, recreational, educational and religious interest.

B. Qualifying uses. The following uses are qualifying uses, provided they do not have frontage on a State-Aid highway/road or Bath Road and are not located in areas noted in Section 605.2.D. (Amended 7/12/10 R)

1. Public and private schools and colleges
2. Airports
3. Cultural facilities and historic monuments
4. Recreational facilities
5. Municipal and other government facilities
6. Non-profit organizations
7. Public accommodations and commercial businesses
8. Retail agricultural operation

C. *Number of Signs.*

1. *Not more than two-(2) four (4) official business directional signs may be permitted per each qualified use.*

D. Placement of Signs.

1. Official business directional sign may be installed and maintained in the Town of Brunswick except those areas as defined below:
  - a. Town Center 1 (TC1) Zoning District
  - b. Town Center 2 (TC2) Zoning District
  - c. Town Center 3 (TC3) Zoning District
  - d. Village Review (VR) Overlay Zoning District
  - e. Maine Street and Park Row Right-of-Way

E. Additional requirements.

1. Official business directional signs shall be installed and maintained in accordance with the requirements of the Maine Traveler Information Act, 23 M.R.S.A. sections 1901-1925, as amended, and any other regulations adopted pursuant to said statutes.
2. The following additional requirements shall apply:
  - a. The minimum distance between official business directory sign posts shall be at least three hundred (300) feet as measured along the shortest straight line;
  - b. An official business directory sign may be installed only upon issuance of a permit pursuant to this Ordinance, and approval by the Town Police and Public Works departments;
  - c. No official business directory sign shall be placed closer than two hundred (200) feet from the property line of a commercial business offering directly competing goods or services;
  - d. An official business directional sign shall be located no closer than two hundred (200) feet nor further than two thousand five hundred (2,500) feet from an intersection where a change in direction as indicated on said sign is required;
  - e. No more than three (3) official business directional signs may be attached to an individual sign post assembly. No new sign post assembly shall be installed until existing sign post assemblies suitable for any newly proposed official business directional sign contain the maximum number of permitted signs.

f. Permitting and approval process.

Any entity wishing to erect an official business directional sign shall make application with the Maine Department of Transportation on an application form provided by MDOT. Prior to submittal to the MDOT for final review, the application will require the signature of the Brunswick Codes Enforcement Officer certifying compliance with the Town's Zoning Ordinance. (Amended 10/20/08 R)

I will attend the January 17 Town Council meeting to answer questions. Thanks.

# **ITEM 7 and 8**

## **BACK UP MATERIALS**

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**TOWN OF BRUNSWICK**  
TOWN MANAGERS OFFICE  
MEMORANDUM

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TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: January 10, 2012

RE: Public Hearings for two MRRA related Tax Increment Financing (TIF) Districts

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The Council is being asked to set two Public Hearings for two Tax Increment Financing (TIF) Districts associated with the redevelopment of the former Naval Air Station Brunswick. This memo is to provide the Council and the public with background information on the two proposed TIF districts and the requested public hearings. This memo will provide information that is pertinent to both proposed districts.

The specific purpose of the Public Hearings is to take public comment on MRRA's proposal to designate two TIF districts at Brunswick Landing. At the present time, staff is recommending that the action be limited to the designation of the geographic areas that will be designated as the two TIF districts. This will be the first step of a two step process. Staff is recommending that the Council designate the Districts now so that any taxable value in the Districts as of April 1, 2012 will be considered TIF revenue and will not be used to calculate the Town's mil rate.

The second step in the process is expected to be the adoption of the development program for each district. State law requires that the Council conduct the public hearings both for the designation of the districts and subsequently the adoption of the development programs. Accordingly, the Council will need to hold another public hearing later in the year on the subject of the Development Programs for the Districts once those documents have been finalized.

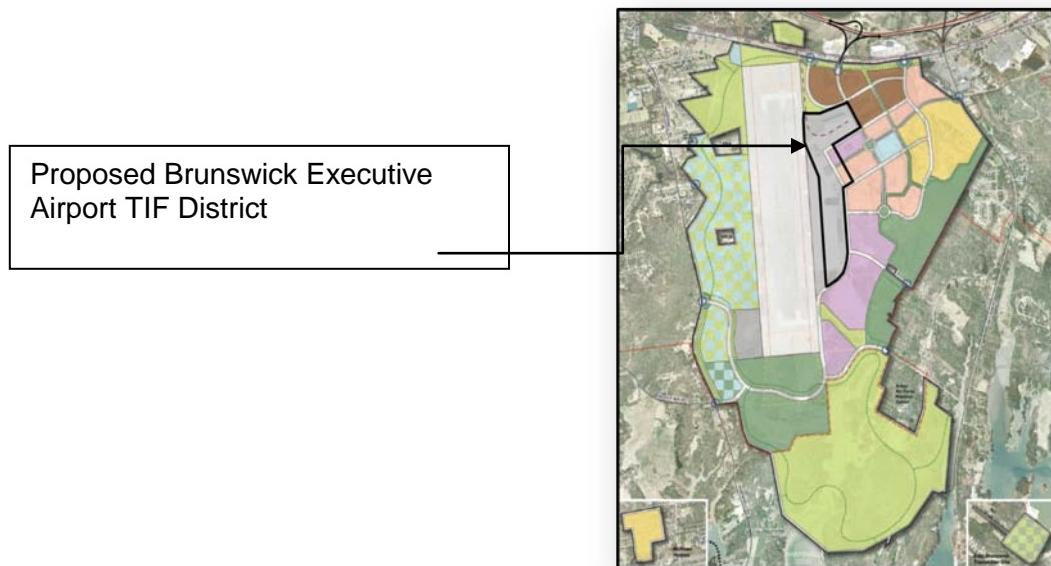
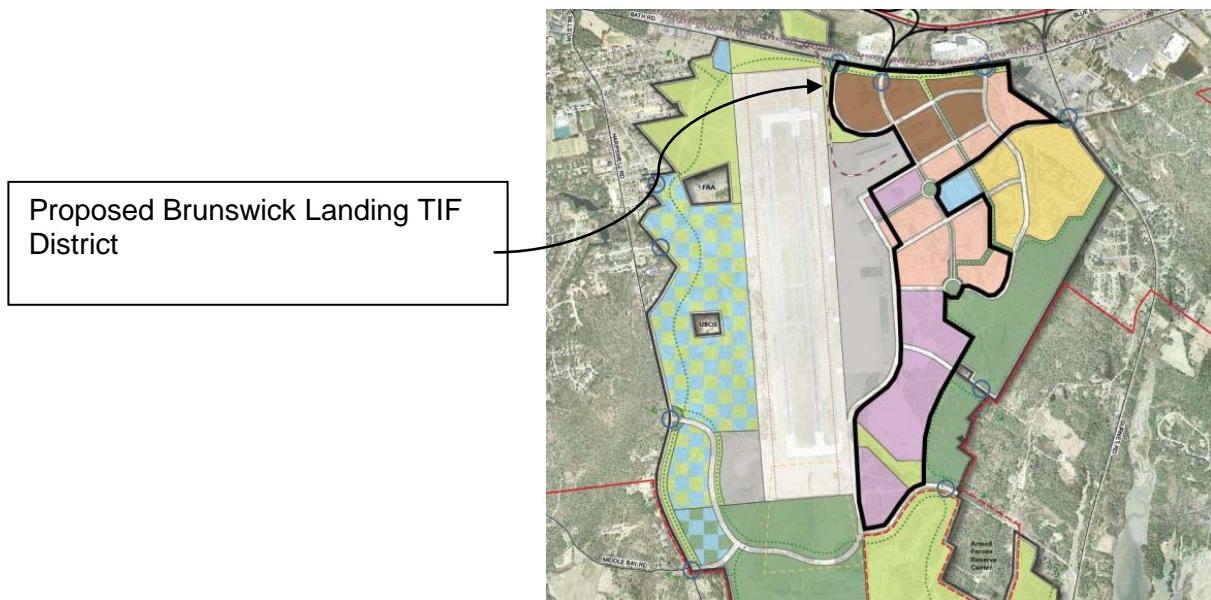
Two Districts are necessary because State law limits the size of any one TIF district. The combined area of the two proposed districts exceeds the allowable size of a single district in Brunswick.

The first district is proposed to be called the **Brunswick Landing TIF District**. This district will comprise of areas identified in the master re-use plan as the **professional office district, community mixed-use district and the business and technology district**.

The second district is proposed to be called the **Brunswick Executive Airport TIF District**. As indicated by the name, this district will comprise of the area immediately adjacent to the airport.

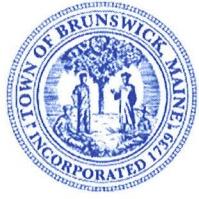
We have met with staff at the State Department of Economic and Community Development to review the proposed districts and the recommendation to designate the districts now with the subsequent adoption of the development programs at a later date. We have been advised by the State DECD that they would conditionally approve the districts. The condition for both Districts would stipulate that the full approval will be subject to DECD's approval of the corresponding development program for each District later this year.

Below are maps of the proposed TIF districts.



# **ITEM 9**

# **BACK UP MATERIALS**



## TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
28 FEDERAL STREET  
BRUNSWICK, ME 04011

### MEMORANDUM

To: Town Council  
Gary Brown, Town Manager  
  
From: Brian K. Dancause *Brian*

Date: January 11, 2012

Subj: Letter of Intent to Apply for CDBG-Economic Development Program Grant

Integrated Marine Systems, Inc. has requested that the Town of Brunswick submit a \$200,000 Community Development Block Grant application to support its operations at Brunswick Landing.

Town staff have met with IMS president, Bill Peterson, and have informed him of the CDBG application process, as well as the requirements associated with CDBG funds, namely that jobs must be created (i.e. one job per \$30,000 in CDBG funds) and that 51% of these jobs must be taken by persons with low and moderate income.

Attached is a letter from IMS requesting that the Town apply for a CDBG on its behalf, as well as a draft Letter of Intent, a prerequisite for CDBG application. (Note: A public hearing and local legislative body approval are required submissions for a CDBG-EDP application but not for a Letter of Intent.)

Municipalities must be invited to apply for CDBG-Economic Development Program funds. For 2012, Letters of Intent are due on the first Friday of the month. If, upon review of its Letter of Intent, the Maine Office of Community Development invites a municipality to apply for CDBG-EDP funds, they may do so at any time.

#### Project Highlights:

- CDBG funds will be used to purchase control system components with which the company will assemble and operate various innovative technologies destined for defense and commercial customers. (An operating system must be in place by spring 2012, in order to demonstrate and deliver contracted services and hardware.)
- Project will create seven (7) net new production jobs, of which four (4) will be filled by persons of low and moderate income.
- Business will match CDBG funds with \$250,000 in bank loans and other private investment.



Integrated Marine Systems, Inc.  
Brunswick Air Sea Integration Center (BASIC©)

December 06, 2011

**Mr. Gary Brown  
Town Manager  
Town of Brunswick  
Federal Street  
Brunswick, ME 04011**

Dear Mr. Brown:

**Integrated Marine Services, Inc. (IMS) is requesting that the Town of Brunswick submit a \$200,000 CDBG-Economic Development Program grant application to our operations at Brunswick Landing (Hangar 5).**

**Project Description:**

**IMS has a long term lease of hanger and office space for aviation and marine systems integration and desires to use CDBG-EDP funds to assist in the purchase of control system components with which the company will assemble and operate various innovative technologies destined for defense and commercial customers. This CDBG-EDP project will create at least seven (7) net new production jobs in 2012, of which greater than 51% will be filled by persons of low and moderate income. Our business plan projects an additional twenty (20) employees by the end of 2013. The \$200,000 CDBG-EDP grant will be matched by loans for an additional \$250,000 to complete the integration network. All employees will provide services as part of IMS's Brunswick Air Sea Integration Center (BASIC©).**

**IMS will support numerous Maine and local businesses as a site where partner company products will be demonstrated and where their technologies will be integrated into larger, lower risk and more affordable systems. IMS systems will also benefit many of Maine's conservation and marine energy initiatives. Our need is urgent as an operating system must be in place by the spring of 2012 in order demonstrate and deliver contracted services and hardware.**

**Thank you very much for your consideration and we look forward to a successful partnership with the Town of Brunswick in this endeavor.**

Sincerely,

A handwritten signature in black ink that reads "William M. Peterson". The signature is fluid and cursive, with "William" and "Peterson" being the most distinct parts.

**William M. Peterson  
President**

112 Orion St., Ste. 2, BRUNSWICK, ME 04011  
207-319-9739

State of Maine  
Community Development Block Grant Program  
2012 Economic Development Program  
**Letter of Intent to Apply**

Due the first Friday of each month by 4:00 p.m.\*

All communities wishing to apply for assistance under the 2012 Economic Development Program must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed Letter of Intent deemed to be fully compliant will be notified by OCD that they are eligible to submit a final application. Eligibility to submit a final application does not imply final project approval or funding.

**A. EDP PROJECT PARTICIPANTS**

**Legal Applicant (Community):**

Applicant:	Town of Brunswick	Phone:	725.6659
Address:	28 Federal Street	Fax:	725.6663
City, ZIP:	Brunswick, ME 04011	E-Mail:	gbrown@brunswickme.org
Contact:	Gary Brown		
DUNS #:	Applicant DUNS (Dunn & Bradstreet) #: 077466274 (visit <a href="http://www.nea.gov/grants/apply/DUNS.html">www.nea.gov/grants/apply/DUNS.html</a> if applicant needs to obtain a number)		

**Applying on Behalf of Utility (if applicable): (e.g.: Water District, Sewer District, etc.)**

Sub-Grantee:		Phone:	
Address:		Fax:	
City, ZIP:		E-Mail:	
Contact:		Title	

**Business to be assisted:**

Business	Integrated Marine Systems, Inc.	Phone:	607.1771
Address:	112 Orion Street, Suite 2	Fax:	NA
City, ZIP:	Brunswick, ME 04011	E-Mail:	<a href="mailto:wpeterson@ims-basic.com">wpeterson@ims-basic.com</a>
Contact:	William Peterson	Title	President
DUNS #:	Applicant Business DUNS (Dunn & Bradstreet) #: (visit <a href="http://www.nea.gov/grants/apply/DUNS.html">www.nea.gov/grants/apply/DUNS.html</a> if business needs to obtain a number)		

**Engineer/Architect consulted for project & providing cost estimates (if applicable):**

Firm:		Phone:	
Contact:		Fax:	
Address:		E-Mail:	
City, ZIP:			

\*If the first Friday of the month falls on a holiday the EDP Letter of Intent will be due by 4:00pm on the next business day.

**B. EDP ELIGIBLE ACTIVITY CATEGORIES – CHECK ONE BOX TO LEFT OF APPLICABLE ACTIVITY GROUP**

	<b>Activity Group 1. Grants to Municipalities for <u>gap financing</u>.</b> Eligible activities include acquisition, relocation, demolition, clearance, construction, reconstruction, installation and rehabilitation <u>associated with public infrastructure</u> projects such as water and sewer facilities, flood and drainage improvements, publicly-owned commercial and industrial buildings, parking, streets, curbs, gutters, sidewalks, etc. All public infrastructure must be owned by the municipality or public or private utility and be in support of an <u>identified business</u> . <b>Maximum Grant Award: \$400,000</b>
X	<b>Activity Group 2. Grants to Municipalities for Direct Business Support for <u>gap financing</u>.</b> Eligible activities include capital and non-capital equipment, land and site improvements, rehabilitation or construction of commercial or industrial buildings and working capital in support of an <u>identified business</u> . <b>Maximum Grant Award: \$200,000</b>
	<b>Activity Group 3. Development Fund Loan (DF).</b> Funds granted to community then loaned by community to business for acquisition of existing facilities, land and site improvements necessary for the construction of a new facility, rehabilitation or construction of commercial or industrial buildings, structures, non-capital equipment, capital equipment, working capital and real property improvements. All DF repayments by assisted business are made to DECD. <b>Maximum Grant Award: \$300,000</b>

*Applicants may apply in only one specific grant activity group. Applicants for Activity Group Number 2 may also utilize the Activity Group 3 for the same project but are limited to a total of \$400,000 in EDP assistance.*

**ECONOMIC DEVELOPMENT PROGRAM FUNDS CANNOT BE USED TO REFINANCE EXISTING DEBT**

**C. PROJECT INFORMATION**

Using the space provided please provide a clear, concise description of the proposed development project. Be sure to clearly explain how EDP funds will be utilized, the financing gap that exists in order to do the project and the timeline in which the CDBG-EDP funds will be expended and information relative to jobs being created and/or retained.

Integrated Marine Systems (IMS), INC. has leased hanger space at a marine aviation and SHIP systems integration facility at Brunswick Landing. IMS plans to use CDBG-EDP funds to purchase a control network with which the company will assemble a naval flight deck using various technologies, ultimately producing integrated systems for delivery to its customers. This CDBG-EDP project will create seven (7) net new production jobs, of which 51% will be taken by persons of low and moderate income. IMS plans to employ an additional twenty (20) people by the end of its second year. The \$200,000 CDBG-EDP grant will be matched by an additional \$200,000 loan. The employees will provide integration services as part of IMS's Brunswick Air Sea Integration Center (Basic).

#### **D. EDP DOLLARS PER JOB CREATED**

The maximum CDBG participation per job created with EDP funds is \$30,000.

#### **E. JOB RETENTION INFORMATION (Fill in job information below)**

##### **Number of Full-Time Equivalent (FTE) Jobs to be Retained:**

The applicant must also attach documentation to this Letter of Intent such as public announcement of lay-offs, public announcement of imminent closure, financial records) of impending job loss without CDBG Program assistance. **Completion of Job Retention Assurances and Job Retention Summary Documentation must be completed and submitted to the Office of Community Development before applicant will be invited to submit an EDP application.** Forms require completion and must be signed by both the municipal and business CEO. Please pay close attention to the definition of permanent, full time and full time equivalent jobs.

#### **F. JOB CREATION INFORMATION (Fill in job information below)**

##### **Number of Full-Time Equivalent (FTE) Jobs to be Created:**

Occupation/Job Title	# of Jobs	Work Location	Hire Date	Hourly Salary	Hourly Salary with eligible fringe benefits
Program Mgr.	1	Brunswick	01/12		\$60 hr.
Admin. Assistant	1	Brunswick	03/12		\$30 hr.
Elec. Technician	1	Brunswick	03/12		\$30 hr.
Software Technician	1	Brunswick	03/12		\$25 hr.
Mech. Engineer	1	Brunswick	06/12		\$25 hr.
Designer-Level 1	1	Brunswick	06/12		\$25 hr.
Qual. Control Tech.	1	Brunswick	06/12		\$25 hr.

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) All permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

#### **G. COST ESTIMATES & PROJECT FUNDING**

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds.

Communities applying for Economic Development Program funds must certify that they will provide a 100% cash match of the total EDP award. Matching funds must be directly related to the activities undertaken with EDP funding and must be firm commitments from non-CDBG funds

and documented by binding commitment letters submitted with the final application. Prior commitments and in-kind contributions are not considered as match. Project must demonstrate that there is a gap between sources and uses and that CDBG funds are needed to fill that gap.

Communities receiving an EDP award may not receive any other EDP award for the same project or business during the same program year or for the same or project or business from a prior program year that has not met final closeout status.

All construction estimates should be prepared by the Engineer/Architect. Take into account the inflation rate in relation to the anticipated starting date of the project and applicable DAVIS/BACON wage rates as they apply to construction costs. ***Please note projects with a total cost exceeding \$5,000,000 are not eligible for EDP assistance. The minimum request for EDP assistance is \$50,000.***

Total Estimated Project Cost:	\$450,000.00	CDBG Request:	\$200,000.00
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Funding Source	Amount	Date Secured
Private Investment	\$50,000.00	12/02/11
Institution Loan	\$200,000.00	Pending
<b>TOTAL:</b>	<b>\$250,000.00</b>	

## I. EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES

**EDP applications in support of a retail business must attach written documentation to this Letter of Intent for each of the following limited conditions:**

1. The retail business represents the provisions of new products and services previously unavailable in the community or is a tourism-related business; and
2. The development or expansion of the retail business represents a net economic gain for the community and the region. Applications supporting a retail business or businesses are required to certify that the development represents a new overall gain for the region economy and not a shift from existing established businesses to a new or expanded one; and
3. The retail business is located in either a downtown district meeting the definition of PL 776 enacted by the 119<sup>th</sup> legislature; or a designated local growth area contained in an adopted and consistent comprehensive plan; and
4. At least 50% of the jobs created by the retail business must be full time jobs.

## **Applicant & Business Certifications**

As an authorized official of the applicant community and/or business, I certify under the penalties of perjury that:

1. To the best of my knowledge and belief, all information contained in this Letter of Intent and all attached documentation is true and correct and current as of the date signed below;
2. This Letter of Intent complies with all applicable State and federal laws and regulations;
3. **Both parties signing this Letter of Intent are cognizant of the requirement that should the intended Job Creation/Retention National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program;**
4. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

Signature of Chief Executive Officer:	Printed or Typed Name: Gary Brown
Name of Applicant <b>Community</b> : Town of Brunswick	Date:
Signature of Chief Executive Officer:	Printed or Typed Name: William Peterson
Name of Applicant <b>Business</b> : Integrated Marine Systems, Inc.	Date:

# **ITEM 10**

# **BACK UP MATERIALS**

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**Resolution Authorizing the Town Treasurer to Waive Foreclosure on  
Certain Real Estate Tax Lien Mortgages**

**WHEREAS**, On August 23, 2010 the Tax Collector for the Town of Brunswick, pursuant to 36 MRSA §942 and §943, filed tax lien mortgage certificates in the Cumberland County Registry of Deeds to secure payment of real estate taxes that were assessed on April 1, 2009 and unpaid as of August 23, 2010; and

**WHEREAS**, on February 23, 2012 those tax lien mortgages will foreclose if the outstanding real estate taxes, including interest and costs, are not paid in-full; and

**WHEREAS**, upon foreclosure the Town of Brunswick will acquire title to the properties secured by the tax lien mortgage certificates; and

**WHEREAS**, the Town Manager, in consultation with the Tax Assessor, Codes Enforcement Officer and Finance Director, has determined that there are certain properties in such condition that the Town's interest is better served in not acquiring them; and

**WHEREAS**, the Town Manager is recommending that the Town not acquire such properties;

**NOW THEREFORE BE IT RESOLVED**, that pursuant to 36 MRSA §944, the Town Treasurer be authorized to waive foreclosure on any properties that the Town Manager has determined are not in the Town's interest to acquire; and

**BE IT FURTHER RESOLVED**, that the Town Treasurer be authorized to file, in the Cumberland County Registry of Deeds, certificates waiving foreclosure on the identified properties.

Proposed to Town Council: January 17, 2012

Adopted by Town Council:

# **ITEM 11**

# **BACK UP MATERIALS**

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# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**Brunswick Town Council Inauguration**  
**Minutes**  
**January 3, 2012**

**Councilors Present:** Chair Joanne T. King, W. David Watson, Benjamin J. Tucker, Suzan Wilson, John M. Perreault, Gerald E. Favreau, Margo H. Knight, Sarah E. Brayman, and E. Benet Pols

**School Board Members Present:** Richard P. Ellis, Brenda D. Clough, Corrine A. Perreault, James S. Grant, Michele M. Joyce, and William H. Thompson

**Town Staff Present:** Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; Elin M. Gould, Deputy Town Clerk; Paul Perzanowski, Superintendent of Schools; Greg Bartlett, Assistant Superintendent of Schools; Tom Farrell, Director of Parks and Recreation; Anna Breinich, Director of Planning and Development; Ken Brillant, Fire Chief; Richard Rizzo, Police Chief; Jeff Emerson, Deputy Fire Chief; Don Koslosky, Deputy Fire Chief; John M. Goran, Cable TV Coordinator; Barbara Pecci, Assistant Town Clerk; and TV video crew

**Councilors-Elect Sworn to Office:** Town Clerk Fran Smith led the oath for the following Town Councilors: Gerald E. Favreau, Sarah E. Brayman and E. Benet Pols.

**School Board Members-Elect Sworn to Office:** Town Clerk Fran Smith led the oath for the following School Board members: James S. Grant, Michele M. Joyce, and William H. Thompson.

Town Clerk Fran Smith opened the Organizational meeting and conducted roll call.

**1. Elections and Appointments**

**a. Election of Council Chair.**

Fran Smith, Town Clerk, asked for nominations for Council Chair.

Councilor Tucker nominated Councilor King.

Hearing no other nominations, Ms. Smith closed the nominations and called for a vote of the Council.

**The Council voted nine (9) yeas to elect Councilor King as the 2012 Brunswick Town Council Chair.**

**b. Election of Council Vice Chair.**

Chair King opened the floor for nominations for Vice Chair.

Councilor Favreau nominated Councilor Tucker.

Hearing no other nominations, Chair King closed the nominations and called for a vote of the Council.

**The Council voted nine (9) yeas to elect Councilor Tucker as the 2012 Brunswick Town Council Vice Chair.**

Chair King and Councilor Tucker made remarks thanking fellow Councilors and commenting on the upcoming year. Councilor Tucker recognized Councilor Watson ten years of service on the Town Council.

c. The Town Council will appoint the Town Attorney.

Councilor Wilson moved, Councilor Watson seconded, to appoint the firm of Bernstein Shur as the Town Attorney for 2012. The motion carried with eight (8) yeas. Councilor Perreault abstained from the vote since he does construction work for the attorney.

2. The Town Council will set the meeting dates for the second Council meeting in January, February, and April; and for the first Council meeting in July and September, as follows:

Monday, January 16<sup>th</sup> is Martin Luther King Day (Council to meet on Tuesday, January 17, 2012).

Monday, February 20<sup>th</sup> is President's Day and school vacation week (Council to meet on Tuesday, February 21, 2012).

Monday, April 16<sup>th</sup> is Patriot's Day and school vacation week (Council to meet on Monday, April 23, 2012).

Wednesday, July 4<sup>th</sup> is the legal holiday and popular vacation week. (Council to meet on Monday, July 9<sup>th</sup> for the first meeting and Monday, July 23, 2012, for the second meeting)

August 6, 2012, is the only meeting for August

Monday, September 3<sup>rd</sup> is Labor Day (Council to meet on Tuesday, September 4, 2012).

Councilor Tucker moved, Councilor Watson seconded, to adopt the meeting schedule as outlined above. The motion carried with nine (9) yeas.

3. Proclamation in honor of Harold Emerson

Chair King read the Proclamation and spoke on Mr. Emerson's contributions to the Town.

Councilor Watson moved, Councilor Favreau seconded, to adopt the Proclamation naming the Cooks Corner Fire Station after Harold Emerson. The motion carried with nine (9) yeas.

Councilor Watson moved, Councilor Tucker seconded, to adjourn the meeting. The motion carried with nine (9) yeas.

The meeting adjourned at 7:25 p.m.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT [WWW.BRUNSWICKME.ORG](http://WWW.BRUNSWICKME.ORG).**

*Fran Smith  
Town Clerk/Assistant to the Town Manager  
January 4, 2012*

January 17, 2012  
Date of Approval

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*Council Chair*

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# **CONSENT AGENDA - B**

## **BACK UP MATERIALS**

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**December 19, 2011**

**Councilors Present:** Chair Joanne T. King, W. David Watson, Benjamin J. Tucker, Suzan Wilson, John M. Perreault, Gerald E. Favreau, Margo H. Knight, E. Benet Pols, and Deborah R. Atwood

**Councilors Absent:** None

**Town Staff Present:** Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to Town Manager; Pat Scully, Town Attorney; Richard Rizzo, Police Chief; Mark Waltz, Police Captain; Jeff Emerson, Deputy Fire Chief; Anna Breinich, Director of Planning and Development; Russ Wrede, Police Sergeant; and TV video crew.

Chair King called the meeting to order and asked the Clerk for roll call.

**Executive session – Consultations with legal counsel per M.R.S.A. §405(6)(E) and Economic Development to discuss the MRRA TIF per 1 M.R.S.A. §405(6)(C)**

**Councilor Watson moved, Councilor Knight seconded, to go into executive session to consult with legal counsel per M.R.S.A. §405(6)(E) and to discuss Economic Development regarding the MRRA TIF per 1 M.R.S.A. §405(6)(C). The motion carried with six (6) yeas. Councilor Perreault, Councilor Pols and Councilor Atwood arrived after the vote.**

**Public Comment:**

**Ed McCartan**, a painter with work on display in the Council Chamber, thanked the Council for allowing his work to be displayed.

A group of citizens thanked Councilor Atwood for her work on the Council. Pannie Edgerton and Holly Green also expressed thanks for her work on the Recycling Committee.

**Mary Lou Zeeman**, 3 Oliveira Lane, spoke about the Amtrak Layover facilities and the need for the Town to conduct an independent sound study.

Chair King made a presentation to Councilor Atwood. Councilor Atwood made comments.

**Correspondence:**

Pat Scully, Town Attorney, explained that the Town did not violate the Right to Know law at a neighborhood meeting on the train facilities. The Attorney General's office and MMA agreed with his interpretation. He responded to questions from Councilor Atwood and Councilor Pols.

Councilor Pols read a letter of appreciation from a 3<sup>rd</sup> grade class he spoke with.

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Councilor Atwood asked for an update on the Oak Street fire damaged building, which Manager Brown gave.

**Adjustments to the Agenda:** None

**MANAGER'S REPORT:**

**(a) Financial Update**

Manager Brown provided this update.

**(b) Council Committee Updates**

Reports were given on the following committees: Master Plan Implementation Committee, Teen Center, Open Space Committee, Recycling and Sustainability Committee, and Police Station Building Committee.

**(c) Presentation of new Town of Brunswick web page**

Denise Clavette and Councilor Watson spoke on this item.

**Laurie Banks** and **Michael Townsend**, of Perry and Banks, made a presentation on the website.

**(d) Update on Amtrak Conference**

Manager Brown spoke on this item.

**(e) (ADDED) Parking Bans**

Manager Brown spoke on this item.

**PUBLIC HEARINGS**

**144. The Town Council will hear public comments on an application for an Alcoholic Beverage License, and will take any appropriate action. (Manager)**

**Full-Time Vinous & Malt  
Xue Hua Zhang/Xu Hang Zhang  
D/B/A: China Rose  
42 Bath Road**

**Xue Hua Zhang/Xu Hang Zhang**

Chair King opened the public hearing.

**Cuong Ly**, prior owner of China Rose, spoke on this item.

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Chair King closed the public hearing.

**Councilor Perreault moved, Councilor Watson seconded, to approve an application for an Alcoholic Beverage License for China Rose, 42 Bath Road. The motion carried with nine (9) yeas.**

**TABLED ITEMS**

- 142. The Town Council will hear public comments on a proposed Fireworks Ordinance prohibiting the sale and use of fireworks in Brunswick, to be enacted on an emergency and regular basis, and will take any appropriate action.  
(Councilor Tucker)**

Councilor Tucker and Councilor Favreau spoke on this item.

The following people spoke on this item:

**Mike Laskey**, 248 Bunganuc Road  
**Mary Beth Ford**, ophthalmologist and Brunswick resident  
**Randy Dumont**, 84 Maquoit Road  
**Rich Ellis**, 231 Adams Road  
**Jennifer Johnson**, 10 Wadsworth Road  
**Sandra Pelletier**, Ridge Road  
**Jim Chase**, Gurnet Road

Councilor Perreault and Councilor Favreau spoke.

**Amendment to Motion:**

**Councilor Favreau moved, Councilor Perreault seconded, to amend the proposed ordinance to allow for the use of fireworks in certain sections of town with a town issued permit. The motion failed with two (2) yeas. Councilor Watson, Councilor Tucker, Councilor Wilson, Chair King, Councilor Knight, Councilor Pols and Councilor Atwood were opposed.**

Mr. Scully responded to a question from Councilor Atwood.

Councilor Pols, Councilor Wilson, Councilor Atwood, Councilor Watson, Chair King, and Councilor Knight spoke on this item.

**Main Motion:**

**Councilor Tucker moved, Councilor Knight seconded, to adopt the proposed Fireworks Ordinance prohibiting the sale and use of fireworks in Brunswick, to be enacted on an emergency and regular basis. The motion carried with six (6) yeas. Councilor Watson, Councilor Favreau, and Councilor Perreault were opposed.**

*(A copy of the adopted ordinance will be attached to the official minutes)*

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**NEW BUSINESS**

- 145. The Town Council will consider setting a public hearing for January 17, 2012, for Zoning Ordinance amendments to allow municipal facilities to exceed the applicable zoning district maximum impervious cover and maximum building footprint standards each by not more than forty (40%) percent, and will take any appropriate action. (Manager)**

Manager Brown spoke on this item.

**Councilor Watson moved, Councilor Tucker seconded, to set a public hearing for January 17, 2012, to amend the Zoning Ordinance to allow municipal facilities to exceed the applicable zoning district maximum impervious cover and maximum building footprint standards each by not more than forty (40%) percent. The motion carried nine (9) yeas.**

- 146. The Town Council will consider setting a public hearing for January 17, 2012, for amendments to the Municipal Code of Ordinances Chapter 15 Traffic and Vehicles Streets, Sidewalks and Other Public Places to clarify the authority of the Parking Enforcement Officer, restrict parking near the new Harriet Beecher Stowe School, create a no parking zone on Noble Street near the Inn, allow moped parking in yellow striped no parking zones on Maine Street, provide all day parking on Elm Street, and remove bus stops on Station Avenue and on Maine Street near Potter Street, and will take any appropriate action. (Manager)**

Councilor Knight spoke on this item.

**Councilor Tucker moved, Councilor Watson seconded, to set a public hearing for January 17, 2012, for amendments to the Municipal Code of Ordinances Chapter 15 Traffic and Vehicles Streets, Sidewalks and Other Public Places to clarify the authority of the Parking Enforcement Officer, restrict parking near the new Harriet Beecher Stowe School, create a no parking zone on Noble Street near the Inn, allow moped parking in yellow striped no parking zones on Maine Street, provide all day parking on Elm Street, and remove bus stops on Station Avenue and on Maine Street near Potter Street. The motion carried with nine (9) yeas.**

- 147. The Town Council will consider adding a citizen member with an interest in sustainability to the Police Station Building Committee, and will take any appropriate action. (Chair King)**

Chair King, Councilor Perreault, and Councilor Watson spoke on this item.

**Councilor Perreault moved, Councilor Favreau seconded, to add an additional citizen with a background in sustainability building to the Police Station Building Committee. The motion carried with nine (9) yeas.**

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- 148. The Town Council will hear a report on a proposed CIP process, and will take any appropriate action. (Councilor Wilson)**

Councilor Wilson gave this report.

- 149. The Town Council will consider appointments to Town Boards and Committees, and will take any appropriate action. (Appointment's Committee)**

Councilor Favreau made the following nominations, which were supported by the Councilors with nine (9) yea votes:

Michael Wilson to serve on the Police Station Building Committee

Michael Olivo to serve on the Board of Assessment Review

Dorothy Ollier to serve on the Board of Assessment Review

Arthur Boulay to serve on the Personnel Board as a full member

Dale King to serve on the Personnel Board as a full member

Pamelia Edgerton to serve on the Recycling and Sustainability Committee

John Poutree to serve on the Zoning Board of Appeals as a full member

**CONSENT AGENDA**

- (a) Approval of the Minutes of December 1, 2011
- (b) Approval of the Minutes of December 5, 2011
- (c) Approval of Beano and Games of Chance for the Knights of Columbus

**Councilor Tucker moved, Councilor Favreau seconded, to approve the Consent Agenda.**  
**The motion carried with nine (9) yeas.**

**Councilor Watson moved, Councilor Tucker seconded, to adjourn the meeting. The motion carried with nine (9) yeas.**

The meeting adjourned.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT [WWW.BRUNSWICKME.ORG](http://WWW.BRUNSWICKME.ORG).**

*Frances Smith*

*Town Clerk/Assistant to the Town Manager*

*January 7, 2012*

January 17, 2012  
*Date of Approval*

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*Council Chair*